

The seal of James City County is circular. It features a sailing ship on the water. The text "James City County" is arched over the top, "209" is in the center, and "Jamestown 1607" is at the bottom.

UTILITY OPERATIONS SUPERINTENDENT

DEPARTMENT: James City Service Authority/Utility Operations/Water Production

NATURE OF WORK:

This is an advanced technical and supervisory position. Performs complex technical and administrative work while overseeing all functions of the Water Production Section of the James City Service Authority (JCSA). Responsible for all operation, development, maintenance and repair of the JCSA's Water Production facilities. Plans, coordinates and directs the activities of the Water Production Section for the JCSA.

Duties are performed under the managerial direction of Utility Operations Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, coordinates and manages the daily operations of the Water Production Section. Oversees the installation, repair and maintenance of all water production facility related components.

Establishes and implements goals, objectives and priorities for the Water Production Section; develops budget needs and requirements to meet the Utility Operations Division's goals and objectives.

Performs a variety of administrative duties including preparation of groundwater pumpage and related waterworks facility reports for State and Federal agencies; filing applications with the Department of Environmental Quality for increasing production or installing wells.

Coordinates provision of water meter readings to Customer Service Section. Manages, develops and coordinates an automated record keeping system for the Water Production Section.

Provides supervision to the Water Production Section personnel to include the initiation of personnel actions such as hiring, performance evaluations, counseling, training and correction. Provides continuing mentoring and career progression counseling.

Reviews plans and specifications and develops recommendations for modifications to existing Water Production Facilities and for proposed new facilities.

Addresses and updates well ordinances to comply with State and Health Department regulations.

Responds to citizen's questions/complaints and concerns relating to water quantity and quality and is considered the subject matter expert for all water related topics.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures OSHA and VOSH; ensures that all equipment, materials and work conditions are adequately maintained to prevent accidents. Serves as a safety and technical instructor for the JCSA.

Develops and maintains preventive maintenance schedules, facility maintenance routes, preventative maintenance programs, and operating procedures for assigned personnel. Coordinates emergency repairs to Water Production facilities with other divisions, agencies and contractors.

Assures that Water Production facilities and the overall distribution system are operated in accordance with Federal and State regulations and the Safe Drinking Water Act. Works closely with the Department of Environmental Quality and the State Health Department on issues relating to the JCSA's water distribution system.

Responds to emergency calls at all hours and performs work as required or as deemed necessary. Maintains an insight of all operational procedures in order to serve as the Operations Administrator in his absence.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties require work in an office setting, at various Water Production facilities, in confined space and job sites throughout the County. Drives JCSA vehicle to work sites. Requires periods of extended sitting, standing, and walking outdoors to inspect work sites. Inspections will be performed during all hours of the day and during periods of inclement weather. Operates computer, radio and telephone.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of water quality, chemistry, and microbiology relating to drinking water standards.

Comprehensive knowledge of the maintenance, repair, and construction of Water Production facilities and water distribution system infrastructure; extensive knowledge of the theory and practice of modern utility systems; ability to train, supervise, plan and direct the work of assigned personnel; ability to prepare and maintain reports, records and financial accounting.

Must possess a comprehensive knowledge of all related safety laws, practices and procedures (OSHA and VOSH). Extensive knowledge of State and Federal requirements relating to waterworks facilities, water distribution systems, and private wells.

Ability to establish and maintain an effective and courteous working relationship and communication with coworkers, private contractors, vendors, regulatory agency representatives and the public.

Ability to operate WordPerfect and Excel and manage a data base.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in engineering, geology, or related field and extensive experience in the public works or utility field, including supervision and project management, preferably in the area of wells and waterworks facilities or any equivalent combination of acceptable education and experience providing the knowledge, skills and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Must possess a valid waterworks operator license, Class 4 or higher.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e. respirators (both canister and airline types) and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements of the JCSA's Respiratory Protection Program.

Date: March 2002
uosuper209_102_1

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Utility Operations Superintendent Position Number 209
Department JCSA Division Utility Operations/Water Production

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Position requires operation of automation equipment, i.e., computer, printers, etc.

VI. Physical Demands:

1. **Strength**: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry					✓		✓		

Manipulation done from: ☒ round to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing**: To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
- ☒ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☐ Not essential to job function

Stairways

- ☒ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other _____
- ☐ Not essential to job function

Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☒ Other _____
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run**:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand		✓						✓	
Sit				✓				✓	
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			